



Title: II, Voucher and Invoice Payments Manual

Chapter: 6, Other Payments, Section 6, Online Payment and Collection (OPAC) System
Intragovernmental Transactions

Bulletin: OPAC 03-01, New OPAC Tracking and Reconciliation System (OTRS)/
Intragovernmental Payment and Collection (IPAC) System Report

Date: July 17, 2003

To: Holders of the OPAC Procedure

This bulletin announces the immediate availability of the GL [General Ledger] 2400 Reconciliation Spreadsheet on the National Finance Center's (NFC) Reporting Center. This spreadsheet consists of the Aging Report and the Aging Breakout Over 60 Days. The Aging Report provides (1) the number and dollar amount of bills unprocessed in OTRS, (2) the number and dollar amount of bills that have differences between OTRS and the General Ledger, and (3) the General Ledger balance for Account 2400. The Aging Breakout Over 60 Days provides (1) the initiating or receiving agency name and (2) the number and dollar amount of bills unprocessed in OTRS which are over 60 days old. Agencies will find the GL 2400 Reconciliation Spreadsheet helpful in monitoring their suspense balances.

NFC Reporting Center Requirements

- A personal computer (PC) with Web access to link to NFC's Website (www.nfc.usda.gov)
- A version number 4.0 or higher Web browser with Java Script enabled
- Security access

Note: A minimum of Microsoft Excel 97 or version number 5.0 with Windows 95 is needed to view the GL 2400 Reconciliation Spreadsheet.

Security Access

Users must have an authorized NFC Reporting Center user ID and password to access OTRS/IPAC Reports. If you do not have an authorized user ID and password, you must contact your agency's NFC Security Officer. When requesting Reporting Center access to the OTRS/IPAC Reports, be sure to specify the agency's FFIS application and the agency location code (ALC). Also indicate your specific need for access to the OTRS/IPAC Reports.

Using the Reporting Center

To use the Reporting Center, go to the NFC home page (www.nfc.usda.gov) and click the Reporting Center icon in the Application Launchpad section of the home page. A warning dialog box will be displayed prior to connecting to the Reporting Center. Before you can log in, you must acknowledge reading the warning by clicking **[OK]**. Once the Reporting Center page is displayed, at the User-ID and Password fields, type in your user ID and password. Click **[Login]**. At **Step 1: Select a Report**, click **[Administrative Reports]**; then click **[OTRS/IPAC]**, which appears in the list directly below Administrative Reports. At **Step 2: Review the Report Description**, review the description provided to ensure you have selected the correct report. At **Step 3: Select criteria for the report**, click **[OTRS/IPAC Report]**. The available reports appear. Click **[GL 2400 Reconciliation Spreadsheet]**, then click **[Done]**. The remaining criteria (ALC, Bills Dated, Document Reference Number, Pay Register Date, Sort By) are not available when generating the GL 2400 Reconciliation Spreadsheet. At **Step 4: Run the report**, click the drop-down list to select from the available run report options; then click **[Go]** to process the report. A dialog box advising that the document contains macros will be displayed and must be acknowledged to proceed. Click **[Yes]** to open the report.

Please refer questions about the GL 2400 Reconciliation Spreadsheet to the IPAC Processing Section at **504-255-3349**. Refer questions about the Reporting Center to the Customer Relations Section at **504-255-4851**. Refer questions about this bulletin to the Quality Assurance Branch at **504-255-5322** or via e-mail at nfc.pvct@usda.gov.



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